

SAMPLE AGENDA

National Agri-Marketing Association

NAMA Chapter: _____

Meeting Date/Location: _____

Person Conducting: _____



CHAPTER MEETING AGENDA

I. Welcome/Introductions

(Welcome everyone to the meeting and introduce guests, first time attendees and members.)

II. Reports

(Call on the chairs of the committees to give reports. Have a membership and professional development/programs chair report at every meeting. Include other reports as activity warrants.)

A. Membership

(Provide the current membership numbers. Be sure to note any new members.)

B. Professional Development/Programs

(Review the upcoming chapter, regional and national meeting dates, locations and program topics/speakers.)

C. Other Reports

(Call on representatives of other committees or board members to give an update on activities to include reminders of deadlines, etc.)

III. Meeting Program/Speaker

(Introduce the meeting speaker(s). Use the person who arranged for the speaker or professional development/programs committee chair or a member of that committee to do the introduction.)

IV. Reminders

(Remind the attendees of the next meeting date, location and topic. Also remind them of any upcoming deadlines or dates.)

V. Meeting Close

(Thank everyone for attending the chapter meeting and adjourn.)